

CITY OF BURBANK

RECREATION LEADER

DEFINITION

Under direction, conducts and leads recreational, cultural, community service and specialized activities for all ages and abilities, including but not limited to: sports, special events, nature programs, day camps, after school care and to do related work as required.

ESSENTIAL FUNCTIONS

Under direction, develops and implements specialized recreation activities; leads recreation activities and teaches classes, clinics, and camps; leads, coordinates and evaluates staff and volunteers, provides facility and/or activity supervision, secures permit areas, and prepares facilities and equipment, provides facility maintenance and/or clerical support, obtains supplies, collects fees, promotes activities, produces and maintains written information and records; observes and enforces policies and procedures; operates general office equipment including personnel computer; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – recreation program areas.
- Ability to - understand and implement written and oral instructions; demonstrate effective written and verbal communications skills, good judgment, and decision-making abilities.

Education/Training: Completion of one year of college and 1000 hours of paid leadership in a recreation setting. Up to 500 hours of volunteer experience in a recreation and or social services or community services setting may be substituted for part of paid experience on an hour for hour basis. Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of one year.

License & Certificates: Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services department, within six months of appointment.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language. Completion of college credits in Leisure Studies Child Development or closely related field.